

4.4 IMPLEMENTATION AND OPERATION

4.4.7 EMERGENCY PREPAREDNESS AND RESPONSE

Auditor Name and Date: _____

Organization and Department Audited: _____

Personnel Interviewed: _____

STANDARD REQUIREMENTS

4.4.7 The organization shall...

Conforms (Y/N)

...establish and maintain procedures to identify the potential for and response to accidents and emergency situations, and for preventing and mitigating the environmental impacts that may be associated with them;	
...review and revise its emergency preparedness and response procedures as necessary, in particular, after the occurrence of accidents or emergency situations;	
...periodically test such procedures where practicable.	

NOTES:

OVERALL CONFORMANCE: YES NO

4.4.7 Emergency Preparedness and Response: Supplemental Questions by Function		
<i>DEPUTY DIRECTOR</i>		OBJECTIVE EVIDENCE
a.	Who within the Division is assigned responsibility for coordinating emergencies? Where is this responsibility defined?	
b.	How are employees (and contractors) trained on or made aware of what they should do in an emergency?	
c.	How often are these procedures tested?	
d.	Has there been training for the prevention and mitigation of the environmental impacts that may be associated with such situations?	

<i>EMS REPRESENTATIVE</i>		OBJECTIVE EVIDENCE
a.	Has the EMS put into place procedures to identify potential for and to respond to accidents and emergency situations?	
b.	Does the EMS take into account the prevention and mitigation of environmental impacts related to these situations?	
c.	Is there an emergency plan? Have arrangements been made with outside responders (fire, hospital, etc.)?	
d.	Does the EMS state that the organization review and revise, where necessary, its emergency preparedness and response procedures, especially after the occurrence of accidents or emergencies?	

<i>SENIOR STAFF</i>		OBJECTIVE EVIDENCE
a.	How does the Division identify potential for accidents and emergency situations?	
b.	What type of training has been given for response to these types of accidents or emergencies?	
c.	Has special training been given regarding the mitigation of any adverse environmental impacts resulting from such occurrences?	
d.	How often is emergency response tested? Do you have the records of such testing?	

4.4.7 Emergency Preparedness and Response: Supplemental Questions by Function		
<i>DIVISION PERSONNEL</i>		OBJECTIVE EVIDENCE
a.	What is your role in an emergency? How do you know what to do in an emergency?	
b.	Have you been prepared as to how to handle environmental impacts resulting from accidents or emergencies? (spill control, fire fighting, first responder training)	

NOTES:

DOCUMENTS:

- ☐ Procedure to identify the potential for and response to accidents and emergencies.
- ☐ Procedure for preventing emergencies and mitigating their impact.
- ☐ Emergency preparedness and response plan.
- ☐ Spill Prevention Control and Countermeasure Plan, if applicable.
- ☐ *Records:* occurrence reports, incident reports, documentation of practice drills or emergency response scenarios.

EMS LINKS:

- Environmental Aspects
- Structure and Responsibility
- Training
- Operational Control